



# College of engineering and Management, Kolaghat (CEMK)

## Guidelines for Curbing the Menace of Ragging

*(Framed in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and subsequent amendments)*

### 1. Preamble

The College of Engineering and Management, Kolaghat (CEMK) is committed to providing a safe, secure, inclusive, and conducive learning environment for all students. Ragging in any form is strictly prohibited within the campus, hostels, transportation facilities, and all activities related to the institution.

These Guidelines are framed in accordance with:

- UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009;
- UGC (Second Amendment) Regulations, 2013;
- Directions of the Hon'ble Supreme Court of India;
- AICTE and State Government regulations issued from time to time.

CEMK adopts a Zero-Tolerance Policy towards Ragging and will take stringent disciplinary and legal action against any student found involved in ragging directly or indirectly.

### 2. Objectives

The objectives of these Guidelines are to:

1. Prevent ragging in all forms.
2. Protect the dignity and rights of students.
3. Promote a healthy academic environment.
4. Encourage interaction based on mutual respect.
5. Establish effective mechanisms for prevention, monitoring, reporting, and redressal of ragging incidents.
6. Create awareness regarding the legal consequences of ragging.

### 3. Definition of Ragging

Ragging includes any act, conduct, or practice that causes, or is likely to cause:

- Physical abuse
- Psychological harm
- Emotional distress
- Harassment
- Intimidation
- Humiliation

- Teasing
- Verbal abuse
- Cyber-bullying
- Financial exploitation
- Social exclusion

whether committed individually or collectively by one or more students against another student.

Ragging may occur:

- Within the campus
- In hostels
- During transportation
- During tours, excursions, internships, industrial visits, field visits
- Through social media, electronic communication, or online platforms

Any act that disrupts the academic atmosphere or infringes upon the dignity of a student will be treated as ragging.

#### **4. Scope of Application**

These Guidelines will apply to:

- All students of CEMK
- Research scholars
- Hostellers
- Day scholars
- Student clubs and associations
- Student volunteers
- Participants in institutional events
- Alumni interacting with students in institutional activities

The provisions will apply within and outside the campus whenever the conduct is related to institutional activities.

#### **5. Institutional Policy**

CEMK will maintain a Zero-Tolerance Approach towards ragging.

The institution will:

- Prohibit ragging in any form.
- Prevent ragging through continuous vigilance.
- Encourage immediate reporting.
- Ensure prompt inquiry and action.
- Protect complainants and witnesses from retaliation.

#### **6. Anti-Ragging Structure**

##### **6.1 Anti-Ragging Committee**

The Anti-Ragging Committee will be the apex body for formulating and monitoring anti-ragging measures.

## **Composition**

- Director - Chairperson
- Registrar/Administrative Officer - Member
- Heads of Departments - Members
- Hostel Wardens - Members
- Faculty Representatives
- Student Counsellor
- Parent Representative
- Student Representatives (Freshers and Seniors)
- Non-Teaching Staff Representative
- Representative of Civil/Police Administration (where feasible)
- NGO/Social Organization Representative (where feasible)

## **Functions**

- Formulate anti-ragging policies.
- Review preventive measures.
- Monitor implementation.
- Recommend disciplinary action.
- Submit annual compliance reports.

### **6.2 Anti-Ragging Squad**

The Anti-Ragging Squad will function as the operational and vigilance body.

#### **Composition**

- Faculty Members
- Hostel Wardens
- Administrative Staff
- Security Personnel

#### **Functions**

- Conduct surprise inspections.
- Monitor vulnerable locations.
- Investigate complaints.
- Submit reports to the Anti-Ragging Committee.

### **6.3 Hostel Anti-Ragging Committee**

Each hostel will have a separate committee responsible for hostel monitoring and grievance handling.

## **7. Preventive Measures**

CEMK will undertake the following preventive measures:

### **7.1 Awareness Programmes**

- Anti-ragging orientation during admission.
- Awareness programmes at the beginning of each academic session.

- Workshops, seminars, and interactive sessions.
- Display of anti-ragging posters and notices.

## **7.2 Publicity**

Anti-ragging information will be prominently displayed:

- At campus entrances
- Academic buildings
- Hostels
- Library
- Laboratories
- Cafeteria
- Website
- Prospectus
- Student handbook

## **7.3 Mentoring System**

A faculty mentoring system will be established to facilitate healthy interaction between senior and junior students.

## **7.4 Counselling**

Professional counselling support will be made available to students whenever required.

## **8. Undertaking by Students and Parents**

At the time of admission:

### **Student Undertaking (ANNEXURE-I)**

Every student will submit an Anti-Ragging Undertaking declaring that:

- He/ She has read the UGC Regulations.
- He/ She understands what constitutes ragging.
- He/ She will not indulge in ragging directly or indirectly.
- He/ She understands the disciplinary and legal consequences of ragging.

### **Parent/Guardian Undertaking (ANNEXURE-II)**

Parents/Guardians will submit an undertaking affirming that:

- They are aware of anti-ragging regulations.
- Their ward will not participate in ragging.
- They understand the consequences of violation.

The undertakings may be submitted through the prescribed UGC Anti-Ragging Portal and institutional procedures.

## **9. Monitoring Mechanism**

The institution will monitor:

### **Academic Areas**

- Classrooms
- Laboratories

- Workshops
- Library

### **Residential Areas**

- Hostels
- Common rooms
- Dining halls

### **Other Areas**

- Sports facilities
- Cafeteria
- Parking areas
- Transportation facilities
- Online student groups and platforms where feasible

Special vigilance will be maintained during the first three months of every academic session.

## **10. Reporting of Ragging**

Any student, parent, faculty member, employee, or visitor may report ragging.

### **Modes of Reporting**

- Written complaint
- Email
- Online complaint portal
- Telephone/helpline
- Direct complaint to Anti-Ragging Committee or Squad

Anonymous complaints may also be examined where sufficient prima facie evidence exists.

## **11. Protection of Complainants**

CEMK will ensure:

- Confidentiality of complainants.
- Protection against victimization.
- Protection against retaliation.
- Fair and unbiased inquiry process.

No student will suffer adverse consequences for reporting ragging in good faith.

## **12. Inquiry Procedure**

Upon receiving a complaint:

### **Step 1**

Preliminary inquiry by Anti-Ragging Squad.

### **Step 2**

Submission of report to Anti-Ragging Committee.

### **Step 3**

Formal hearing and examination of evidence.

### **Step 4**

Recommendation of disciplinary action.

### **Step 5**

Approval by Competent Authority.

The principles of natural justice will be followed during the inquiry process.

### **13. Disciplinary Actions**

Depending upon the nature and gravity of the offence, one or more of the following penalties may be imposed:

#### **Academic Penalties**

- Warning
- Written apology
- Withholding of scholarships/fellowships
- Debarring from examinations
- Suspension from classes
- Withholding of results

#### **Administrative Penalties**

- Suspension from hostel
- Cancellation of admission
- Rustication
- Expulsion from the institution

#### **Institutional Penalties**

- Debarring from student activities
- Withdrawal of privileges
- Debarring from placements and campus activities (where appropriate)

#### **Legal Action**

Where warranted, the matter will be reported to law enforcement authorities for action under applicable laws.

### **14. Responsibilities of Students**

Every student will:

- Respect fellow students.
- Refrain from ragging.
- Report incidents of ragging.
- Cooperate during investigations.
- Promote a healthy campus culture.

### **15. Responsibilities of Faculty and Staff**

Faculty and staff members will:

- Remain vigilant.
- Report incidents promptly.
- Participate in anti-ragging programmes.

- Support students requiring assistance.
- Assist institutional authorities in implementing anti-ragging measures.

## **16. Responsibilities of Hostel Authorities**

Hostel authorities will:

- Maintain strict vigilance.
- Conduct regular inspections.
- Maintain interaction with freshers.
- Report suspicious activities immediately.
- Ensure safe hostel environments.

## **17. Role of Student Mentors and Student Bodies**

Student mentors and representatives will:

- Promote healthy interaction.
- Assist freshers in adjusting to campus life.
- Encourage reporting of grievances.
- Support anti-ragging initiatives.

## **18. Annual Review and Compliance**

The Anti-Ragging Committee will:

- Conduct annual reviews.
- Assess effectiveness of anti-ragging measures.
- Recommend improvements.
- Submit compliance reports to statutory authorities as required.

## **19. Grievance Redressal**

Any student aggrieved by:

- Failure to act on a complaint;
- Delay in inquiry;
- Retaliation following a complaint;

may approach:

- Director
- Anti-Ragging Committee
- Student Grievance Redressal Committee (SGRC)
- Appropriate statutory authorities, where applicable.

## **20. Commitment Statement**

The College of Engineering and Management, Kolaghat (CEMK) firmly believes that ragging is a violation of human dignity and academic values. The institution is committed to maintaining a campus environment characterized by mutual respect, inclusiveness, safety, and academic excellence. Every student has the right to pursue education free from fear, intimidation, harassment, or humiliation.

## ANNEXURE-I

### UNDERTAKING BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. having been admitted to (name of the institution) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

- (1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (3) I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- (4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- (5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent Name:

### VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

Signature of deponent Name:

## ANNEXURE-II

### UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. (full name of parent/guardian) father/mother/guardian of, (full name of student with admission / registration/enrolment number) having been admitted to (name of the Institution) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations."

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

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- (5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent Name:

Address:

Telephone/Mobile No.:

### VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month)  
\_\_\_\_\_ (year)

Signature of deponent Name: